



DEPARTMENT OF THE ARMY

U.S. Army Corps of Engineers  
WASHINGTON, D.C. 20314-1000

REPLY TO  
ATTENTION OF:

CEPR-ZA (715)

01 MAR 2002

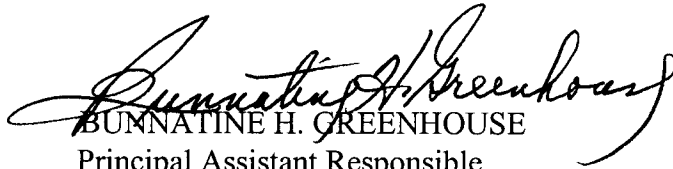
MEMORANDUM FOR COMMANDER/DIRECTORS, ALL USACE COMMANDS,  
ATTN: DIRECTOR/CHIEFS OF CONTRACTING

SUBJECT: PARC Instruction Letter 2002-04, Instructions for Preparation of Electronically Recorded Data Submitted to the Defense Contract Action Data System (DCADS), Change 3 to the Fiscal Year (FY) 2002 Edition

1. Reference enclosed Memorandum dated 16 February 2002, SAB.
2. This PARC Instruction Letter 2002-04 is issued to reemphasize the compliance with Change 3 to the FY 2002 edits for contract reporting pursuant to DFARS 204.670-5(B).
3. The POC for this action is Sylvia J. Moody, CEPR-P, 202-761-4700, e-mail: [sylvia.j.moody@hq02.usace.army.mil](mailto:sylvia.j.moody@hq02.usace.army.mil).

FOR THE COMMANDER:

Encl

  
BUNNATINE H. GREENHOUSE  
Principal Assistant Responsible  
for Contracting



ACQUISITION,  
TECHNOLOGY  
AND LOGISTICS

OFFICE OF THE UNDER SECRETARY OF DEFENSE

3000 DEFENSE PENTAGON  
WASHINGTON, DC 20301-3000

DP/EB


February 16, 2002

MEMORANDUM FOR DOD INSPECTOR GENERAL  
DIRECTORS OF DEFENSE AGENCIES  
DEPUTY FOR ACQUISITION AND BUSINESS  
MANAGEMENT, ASN(RD&A)  
DEPUTY ASSISTANT SECRETARY OF THE AIR FORCE  
(CONTRACTING), SAF/AQC  
DEPUTY ASSISTANT SECRETARY OF THE ARMY  
(PROCUREMENT), ASA(ALT)  
DIRECTOR, DEFENSE CONTRACT MANAGEMENT  
AGENCY  
EXECUTIVE DIRECTOR, LOGISTICS POLICY &  
ACQUISITION MANAGEMENT (DLA)  
DIRECTOR, SMALL AND DISADVANTAGE BUSINESS  
AND UTILIZATION OFFICE

SUBJECT: Instructions for Preparation of Electronically Recorded Data Submitted to  
the Defense Contract Action Data System (DCADS), Change 3 to the  
Fiscal Year (FY) 2002 Edition

The attachment contains updated pages 5, 7, 9, 12, 14, 15, 16, 18, 19, and 30 to the  
FY 2002 edits. Marginal bars highlight the changes on the each change page. These  
changes are issued pursuant to DFARS 204.670-5(B) and are effective immediately.  
Please disseminate accordingly.

My staff point of contact for this action is Ms. Melissa Rider,  
OUSD(AT&L)DP/EB. She may be contacted by phone at (703) 695-1098, or via email  
at Melissa.Rider@osd.mil should there be any questions regarding this matter.

  
for Deidre A. Lee  
Director, Defense Procurement

Attachment:  
As stated



## DD Form 350

<u>Line</u>	<u>Description</u>	<u>Record Positions</u>
E1	Contingency Operation	345
E2	Cost Accounting Standards Clause	346
E3	Non-DoD Requesting Agency Code (FIPS 95)	347-350
E4	Requesting Activity Code	351-356
E5	Number of Actions	357-362
	(reserved for WHS/DIOR use)	363
	<b>Version Number</b>	
	Fiscal Year (Enter <b>2002</b> )	364-367
	Change Number (Enter <b>03</b> (zero, three)	368-369
	(Reserved for Army use)	370-383
	System generating DD350	370-371
	SA - SAACONS; PD - PADDS; SS - SSDC; RL - ARL; DW - DSWA;	
	DC - DeCA; RP - DARPA; DS - DISA(ZD10); CC - DISA DECCO;	
	MD - BMDO O; P2 - PD2)	
	blank	372-373
	Buyer_ID (5 character code or less)	374-378
F1	Contracting Officer Signature(5 character code or less)	379-383
	(reserved for future use)	384-400

Instructions for editing of DD Form 350 actions.

a. Individual Record Edit.

DD Form

350

Line   Length   Title

**PART A**

A1      1      ***Type of Report***

- (1) Valid Codes: 0 - Original DD 350 record, 1 - Cancelling or 2 - Correcting.
- (2) If A1=1 or 2; an original entry must have been previously submitted this fiscal year.
- (3) If A1=1; all remaining fields must be completed as in the original.
- (4) If A1=2; all changed fields and unchanged fields must be completed.

A2      6      ***Report Number***

- (1) Right justified - zero filled.
- (2) Unique within FY for new records for a given contracting office.
- (3) Cannot be all zeros.

A3      **Contracting Office**

A3A    4      ***Reporting Agency FIPS 95 Code***

- (1) Must be 2100 for Army Military Functions; 1700 for Navy; 5700 for Air Force; 97AS for DLA; 96CE for Army Civil Functions; 9763 for DCMA and 9700 for Other Defense Agencies.

A3B    6      ***Contracting Office Code***

- (1) Must be a valid code provided to WHS/DIOR prior to DD Form 350 submission.
- (2) Left justified – blank filled.
- (3) Must be 4 characters followed by two blanks, 5 characters followed by a blank or 6 characters.

A4      ***Name of Contracting Office***

Not entered into system.

DD Form

350

Line   Length   Title

**B2      19      *Modification, Order or Other ID Number***

- (1) No embedded blanks or special characters.
- (2) May be blank.
- (3) If B1B=A; positions 1 thru 6 of B2:
  - a) may be used for reporting modification numbers from the contracting or administration office or
  - b) may be used for reporting order or call numbers and modifications to order or call numbers.
- (4) If B1B=B or C:
  - a) Positions 1 thru 6 of B2 must be a valid code identifying the DoD department or agency that issued the instrument;
  - b) Positions 7 and 8 of B2 must be numeric and equal to or less than current fiscal year;
  - c) Position 9 of B2 must -A or F;
  - d) Position 10 of B2 cannot be the letters I or O; and
  - e) Positions 11 thru 13 of B2 may not be blank.
  - f) Positions 14 thru 19 of B2 may contain modification codes or may be blank.
- (5) B2 must not = "AWARD" or "BASIC."

**B3      8      *Action Date (YYYYMMDD)***

- (1) Must be eight numeric digits.
- (2) Positions 1 thru 4 of B3 must not be greater than current calendar year.
- (3) If B1B=A; positions 3 & 4 of B3 must be equal to or greater than positions 7 & 8 of B1A, except 1st quarter action dates (1 Oct thru 31 Dec) year may be 1 less than position 7 & 8 of B1A.

**Note: Contracts awarded in FY 1999 or earlier require special handling when B3 is after 20000101.**

- (4) Positions 5 & 6 of B3 must be numeric, 01 thru 12, representing the calendar month.
- (5) Positions 7 & 8 of B3 must not be greater than the last day of the month.
- (6) If A1=2; B3 must be equal to the month of original record.
- (7) If B1E=Y; B3 must be greater than "19990930."

**B4      8      *Completion Date (YYYYMMDD)***

- (1) Must be eight numeric digits.
  - (2) Position 1 & 2 of B4 must =19 or 20.
  - (3) If B1B=A; positions 3 & 4 of B4 must not be less than positions 7 & 8 of B1A minus 1.
- Note: Contracts awarded in FY 1999 or earlier require special handling when B3 is after 20000101.**
- (4) Positions 5 & 6 of B4 must be numeric, 01 thru 12, representing the calendar month.
  - (5) Positions 7 & 8 of B4 must not be greater than the last day of the month.
  - (6) If B1B=A; positions 1 thru 4 of B4 must not be greater than current calendar year + 20.
  - (7) If B1B=B or C; positions 1 thru 4 of B4 must not be greater than current calendar year + 5.

DD Form

350

Line Length Title

B6C 30 ***City or Place and State or Country Name***

- (1) Must not be blank.
- (2) Enter city and state for U.S. and U.S. outlying areas.
- (3) Enter only country name for foreign, do not enter city name.
- (4) Do not use abbreviations for country names.

B7 1 ***Type Obligation***

- (1) Valid codes: 1 – obligation, 2 – deobligation or 3 – no dollars obligation.

B8 11 ***Obligated or Deobligated Dollars (In Whole Dollars)***

- (1) Must be an absolute value (**net amount**, see DFARS 253.204-70(b)(8)) numeric field.  
**Note:** \$2,500.01 - \$2,500.49 is rounded to 2500.
- (2) If B8 is equal to or greater than \$100,000,000; the amount in B8 is cross-matched for accuracy to a corresponding news release. (WHS/DIOR internal use)
- (3) If B7=3, B8 must=0 (zero).
- (4) If B7=1 or 2; B8 must be greater than 0.

B9 1 ***Foreign Military Sale***

- (1) Valid Codes: Y or N.

B10 1 ***Multiyear Contract***

- (1) Valid codes: Y or N.  
**Note. The following edit does not apply to DLA Defense Energy Support Center.**
- (2) If B10=Y; B1A is cross-matched for accuracy to a corresponding news release.  
(WHS/DIOR internal use)

B11 11 ***Total Estimated Contract Value (In Whole Dollars)***

- (1) Must be an absolute value (**net amount**, see DFARS 253.204-70(b)(11)) numeric field.
- (2) If B2 is not blank; B11 must be zero.
- (3) If B7=3; B11 must be greater than 0.
- (4) If B10=N and B7=1 or 2; B11 must be 0.

DD Form

350

Line   Length   Title

B13   Kind of Contract Action

B13A   1   ***Contract or Order***

- (1) Valid codes: 1, 3, 4, 5, 6, 7, 8 or 9.
- (2) If B1B=A; B13A must =1, 3, 4, 5, 7, 8 or 9.
- (3) If B13A=1, 3, 7, 8 or 9; B1B must =A.
- (4) If B1A begins with "GS" or "V7"; B13A must =5 or 6.
- (5) If B13A=6; B1B must =C and B1A must begin with "GS" or "V797P".
- (6) If B13A=5 and positions 1 and 2 of B1A="GS";  
B1B must =C;  
positions 3 and 4 of B1A must be numeric; and  
position 5 of B1A must =F, P, B, K or T.
- (7) If B13A=5 or 6 and positions 1 and 2 of B1A="GS"; B1B must =C.
- (8) If B13A=6 and positions 1 thru 5 of B1A="V797P";  
positions 6 thru 9 of B1A must be numeric and position 10 of B1A must be alpha or blank and  
positions 11 thru 15 of B1A must be blank.
- (9) If B13A=6 and positions 1 and 2 of B1A="GS":  
B1A must be a valid Federal Schedule number;  
the letter "O" must not be used in B1A;  
positions 3 and 4 of B1A must be numeric;  
position 5 of B1A must =F or K; *and*  
((If position 5 of B1A=F; B1A must be 10 characters) *or*  
(If position 5 of B1A=K; B1A must be 14 characters and position 10 of B1A must =S.))  
**Note: Monthly updates of the Federal Schedule file may be obtained from <http://fpds.gsa.gov>**
- (10) If B1B=A and position 9 of B1A=M, W, P, or V; B13A must =9.
- (11) If B1B=A and position 9 of B1A=A; B13A must =7 or 9.
- (12) If B1B=A and B13A=9;
  - a) B3 must be greater than 19950702 and
  - b) position 9 of B1A must =A, M, P, W or V.
- (13) If B1B=A and position 9 of B1A=C; B13A must =1 or 3.
- (14) If B1B=A and position 9 of B1A=D and B2 is blank; B13A must =3.
- (15) If B1B=A and position 9 of B1A=D and B2 is not blank; B13A must = 5.
- (16) If B1B=A and position 9 of B1A=E; B13A must =3.
- (17) If B1B=A and position 9 of B1A=F; B13A must =3 or 8.
- (18) If B1B=A and position 9 of B1A=L; B13A must =3.
- (19) If B1B=A and position 9 of B1A=G or H; B13A must =4.
- (20) If B1B=B or C; B13A must =4, 5 or 6.
- (21) If B5B=Y and B13A=8; position 9 of B1A must =F.
- (22) If position 1 of B12A=A; B13A cannot be 6.
- (23) If B13A=6; position 1 of B12A cannot be A.

DD Form

350

Line   Length   Title

**B13A   1   *Contract or Order* (continued)**

- (24) If B11 greater than zero; B13A must =1 or 3;
- (25) If B13A not =1 or 3; B11 must be zero.
- (26) If B13A=6; B5B must =N.
- (27) If B13A=6; B12A cannot be S111, S112, S114 or S119.
- (28) If B13A=9; B10 must =N.
- (29) If B13A=7; B1B must=A and position 9 of B1A must=A.
- (30) If B13A=6; B10 must =N.
- (31) If B7=3; B13A must=3.

**B13B   1   *Type of Indefinite Delivery Contract (IDC)***

- (1) Valid codes: A - Requirements Contract, B - Indefinite Quantity Contract, C - Definite Quantity Contract or blank.
- (2) If B1B=A and position 9 of B1A=D and B13A=3; B13B must =A, B or C.
- (3) If B13A=5; B13B must =A, B or C.
- (4) If B13A is not 3 or 5; B13B must be blank.

**B13C   1   *Multiple or Single Award IDC***

- (1) Valid codes: M - Multiple Award, S - Single Award or blank.
- (2) If B13B=A, B or C; B13C must =M or S.
- (3) If B13B is blank; B13C must be blank.

**B13D   1   *Modification***

- (1) Valid codes: A, B, C, D, E, F, G, H, J or blank.
- (2) If B13D=A, B, C, D, E, F, G, H or J; B2 must not be blank.
- (3) If B10=Y and B13A=1 or 3 and B13D is blank; B11 must be greater than or equal to B8.
- (4) If B13A=1; B13D cannot be J
- (5) If B13D=J and position 9 of B1A=C; B13A must =3 and positions 1 and 2 of B2 must ="PZ".
- (6) If B13A=1, 3, 8 or 9 and B2 is blank; B13D must be blank.
- (7) If B13A=1 or 3 and B13D is blank; B7 must =1 or 3.
- (8) If B13A=5, 6, 7, 8 or 9 and B13D is blank; B7 must =1.
- (9) If B13A=1 and B2 is blank and B13D is blank; positions 7 and 8 of B1A must be greater than or equal to the current fiscal year - 1.
- (10) If B13A=3 and B2 is blank and B13D is blank; positions 7 and 8 of B1A must be greater than or equal to the current fiscal year - 5.
- (11) If B13A=1 or 3 and B2 is blank and B13D is blank; action will be verified to preclude reporting of multiple definitive actions for the same contract. (WHS/DIOR internal use - refer to ODDP/CPA)
- (12) If B13A=1 or 3 and B2 is not blank; B13D must not be blank.
- (13) If B13D=E; B7 must =2.
- (14) If B13D=E, F or G; B5A may be an inactive code.



DD Form

350

Line   Length   Title

B13E   1        ***Multiple Award Contract Fair Opportunity***

- (1) Valid Codes: A, B, C, D, E or blank.
- (2) If B13C=S or blank; B13E must be blank.
- (3) If B13C=M and B7=1 or 2; B13E must =A, B, C, D or E.

B13F   1        ***Indefinite-Delivery Contract Use***

- (1) Valid Codes: A, B, C, D or blank.
- (2) If B13B=A, B or C and B7=3; B13F must =A, B, C or D.

B13G   8        ***Indefinite-Delivery Contract Ordering Period Ending Date (YYYYMMDD)***

- (1) Must be eight numeric digits or blank.
- (2) If B13F=A, B, C or D; B13G must be eight numeric digits.
- (3) If B13F is blank; B13G must be blank.
- (4) Position 1 and 2 of B13G must = 20.
- (5) If B1B=A; positions 3 and 4 of B13G must not be less than positions 7 and 8 of B1A.
- (6) Positions 5 and 6 of B13G must be numeric, 01 thru 12, representing the calendar month.
- (7) Positions 7 and 8 of B13G must not be greater than the last day of the month.
- (8) If B1B=A; positions 1 thru 4 of B13G must not be greater than current calendar year + 20.

B14     1        ***CICA Applicability***

- (1) Valid codes: A, B, C or D.
- (2) If B13A=6; B14 must =B.
- (3) If B13A=9; B14 must =C or D.
- (4) If B14=C; B13A must =7 or 9.
- (5) If B1B=A and position 9 of B1A=M,P,W or V and B12B is not "B20" and B14=C; B8 must be less than or equal to 250,000.
- (6) If B1B=A and positions 7 and 8 of B1A greater than "95"; B14 must = B, C or D.

B15     1        ***Information Technology Products or Services***

- (1) Valid codes: A, B, C, D, E, F or blank.
- (2) If position 1 and 2 of B12A=70 or D3 or position 1 of B12A is a letter and positions 3 and 4 of B12A=70 or B12A=U012 and B14=B, C or D; B15 must be A, B, C, D, E or F.

B16     1        ***Clinger-Cohen Act Planning Compliance***

- (1) Valid codes: Y, N or blank.
- (2) If B15 is blank; B16 must be blank.
- (3) If B15=A, B, C, D, E or F; B16 must=Y or N.

DD Form

350

Line Length Title

**NOTE: Lines C6, C7, C8 and C9 will be blank for pre-CICA contracts. Lines C8 and C9 will be blank for contracts awarded using simplified acquisition procedures (SAP).**

C6 1 ***Number of Offerors Solicited***

- (1) Valid Codes: 1, 2 or blank.
- (2) If B1B=B or C, or B5B=Y, or B13A=6 or B14=A; C6 must be blank.
- (3) If B1B=A and B5B=N and B13A is not 6 and B14=B, C or D; C6 must =1 or 2.

C7 3 ***Number of Offers Received***

- (1) Must be three numeric digits or blank.
- (2) If B5B=Y or B13A=6 or B14=A; C7 must be blank.
- (3) If B5B=N and B13A is not 6 and B14=B, C or D; C7 must be 001 thru 999.
- (4) If B13C=M and C6=1; C7 must =1.
- (5) If B13A=5 and B13C=M and C6=2; C7 must be less than or equal to 30.

C8 1 ***Solicitation Procedures***

- (1) Valid Codes: A, B, C, D, E, F, G, K, N or blank.
- (2) If B5B=Y or B13A=6, 7 or 9 or B14=A; C8 must be blank.
- (3) If C6, C7 and C8 are not blank; B14 must =B.
- (4) If C6 and C7 are not blank and C8 is blank; B14 must =C or D.
- (5) If B5B=N and B13A is not 6 and C6, C7 and C8 are blank; B14 must =A.
- (6) If B5B=N and B13A is not 6 or 9 and B14=B; C8 must =A, B, C, D, E, F, G, K or N.
- (7) If B1B=A and C8=A, F or K; C6 must =2.
- (8) If C7=1 and C8=N; C3 must =B, C or D.
- (9) If C8=A, B, C, D, E, F, G or K; C3 must =A.
- (10) If C8=D; B12A must =C1--, C2--, T002, T004, T008, T009, T014, R404 or (9999 if B5A=790238638 or 790238851.)
- (11) If C8=E; position 1 of B12A must =A or B12A may be 9999 if B5A=790238638 or 790238851.

DD Form

350

Line   Length   Title

- C9      2      ***Authority for Other Than Full and Open Competition***  
(1) Valid Codes: 1A, 1B, 1C, 1D, 1E, 1F, 1G, 2A, 3A, 4A, 5A, 5B, 6A, 7A or blank.  
(2) If B5B=Y or B13A=6, 7 or 9 or B14=A; C9 must be blank.  
(3) If C8=A thru K; C9 must be blank.  
(4) If C2=A and B13A is not 6 or 9 and B14=B; C8 must =N and C9 must =2A.  
(5) If C7=1 and C8=N and C9=1A, 1B, 1C, 1D, 1F, 1G, 2A, 3A, 6A or 7A; C3 must =C or D  
(6) If C7 greater than 1 and C8=N and C9 is not 1E, 4A, 5A or 5B; C3 must =A.  
(7) If C8=N; C9 must =1A, 1B, 1C, 1D, 1E, 1F, 1G, 2A, 3A, 4A, 5A, 5B, 6A or 7A.  
(8) If C9=1C; position 1 of B12A must =A **or** B12A may be 9999 if B5A=790238638 or 790238851.  
(9) If C9=1E; positions 1 and 2 of B12A must ="S1".  
(10) If C9=1E, 4A or 5B; C3 must =B.  
(11) If C9=5B; position 1 of B12A must be numeric.  
(12) If B9=N and C9=4A; this action will be flagged for verification. (WHS/DIOR internal use - refer to ODDP/CPA)  
(13) If C9=7A; this action will be flagged for verification. (WHS/DIOR internal use - refer to ODDP/CPA)
- C10    1      ***Subject to Labor Standards Statutes***  
(1) Valid codes: A, C, D, Z or blank.  
(2) If B5B=Y or B13A=6; C10 must be blank.  
(3) If B5B=N and B13A is not 6; C10 must =A, C, D or Z.  
(4) If C10=C; position 1 of B12A must be alpha **or** B12A may be 9999 if B5A= 790238638 or 790238851.  
(5) If C10=D; position 1 of B12A must =Y or Z, or B12A must =F015, P400, P500 or (9999 if B5A=790238638 or 790238851) and B12B must =C20.
- C11    1      ***Cost or Pricing Data***  
(1) Valid codes: Y, N, W or blank.  
(2) If B1B=B or C, or B5B=Y, or B13A=6; C11 must be blank.  
(3) If B1B=A and B5B=N and B13A is not 6; C11 must =Y, N or W.
- C12    1      ***Contract Financing***  
(1) Valid codes: A, C, D, E, F, Z or blank.  
(2) If B1B=B or C, or B5B=Y, or B13A=6; C12 must be blank.  
(3) If B1B=A and B5B=N and B13A is not 6; C12 must =A, C, D, E, F or Z.  
(4) If B1B=A and C5=R, S, T, U, V, Y or Z; C12 must =D or Z.  
(5) If C12=D; this action will be flagged for verification. (WHS/DIOR internal use - refer to ODDP/CPA)

DD Form

350

Line Length Title

**PART E**

- E1 1 ***Contingency Operation***  
(1) Valid codes: Y=Yes or blank.  
(2) If E1=Y; B6B must be alphabetic (overseas).  
(3) If E1=Y; absolute value of B8 must be greater than 500,000.
- E2 1 ***Cost Accounting Standards Clause***  
(1) Valid codes: Y=Yes or blank.
- E3 4 ***Non-DoD Requesting Agency Code***  
(1) Valid codes: FIPS Pub 95 or blank.  
(2) First two positions of E3 must not =17, 21, 57 or 97.  
(3) E3 must not =96CE.
- E4 6 ***Requesting Activity Code***  
(1) Must be a valid Office Code or blank.
- E5 6 ***Number of Actions***  
(1) Right justify, zero fill.  
(2) E5 must not = 0 (zero).  
(3) If E5 is greater than 1; positions 1 thru 4 of B1A must = DECA or  
(4) B5A must = 790238638 or 790238851.